



OPEN EXAMINATION

For

DATA PROCESSING MANAGER I

This examination is being conducted using an alternative examination and selection process for filling specified positions. All candidates who meet the minimum qualifications are encouraged to apply.

DIVISION : Executive, Office of Chief Information Officer
POSITION : Data Processing Manager I
LOCATION : Sacramento
SALARY : \$5318 - \$6789
FINAL FILING DATE : November 30, 2009

(All applications must be **received** no later than the final filing date.)

You may fax a copy of your application to Janelle Dickey at (916) 657-8344 to ensure receipt by the Division prior to 5:00 p.m. on the final filing date. If a faxed copy of the application was sent to the Division, you must mail the original application and Statement of Qualifications postmarked no later than the Final Filing Date to: Department of Motor Vehicles, Attention: Janelle Dickey, 2415 First Avenue, MS B-177, Sacramento, CA 95818.

DUTIES/RESPONSIBILITIES

This position reports to the Data Processing Manager III of the Enterprise Architecture, Innovation and Compliance Section. Manage the Enterprise Software Standards and Compliance team who are responsible for the monitoring and reporting of software licensing and compliance issues.

Bulletin Release: October 30, 2009

MAJOR DUTIES OF THIS POSITION INCLUDE

- Manage the Enterprise Software Standards and Compliance team who are responsible for the monitoring and reporting of software licensing and compliance issues.
- Review and evaluate the department's information technology (IT) purchases.
- Responsible for completing the quarterly IT Acquisition Plan for submission to the California Office of the Chief Information Officer (CA-OCIO).
- Preside as the Chairman of the Desktop Standards Committee.
- Provide technical research for, and serve as the focal point for, software compliance activities within the department.
- Provide for planning and monitoring of the Department's desktop refresh program, which includes policy and procedure development as well as governance responsibilities.
- Responsible for the annual software compliance review to meet the requirements of the Software Management Plan (SMP).
- Comply with State and department policies and procedures.
- Other duties as required.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed, the following position specific qualifications will be evaluated. Only the most qualified candidates will be interviewed based on screening criteria.

- Knowledge of software compliance issues, including monitoring and reporting.
- Ability to serve as the focal point for software compliance activities within the department using technical knowledge and by being detail oriented.
- Knowledge of California State Software Management Policies.
- Demonstrated ability to oversee and be responsible for comparing records of license against installed software base, including ability to perform periodic spot checks on specific computers or software.
- Ability to manage, and knowledge of, annual software compliance review policies and procedures to meet the requirements of the SMP and to complete the IT Acquisition Plan.
- Ability to facilitate software management policies and procedures.
- Ability to chair the Desktop Standards Committee.
- Proficient in Microsoft Office applications including Excel, Word and Outlook.
- Knowledge of employee supervision, training, development and personnel management.
- Demonstrated ability to develop and evaluate alternatives, make decisions and take appropriate action, and establish and maintain priorities.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing electronic data processing duties of a class with a level of responsibility equivalent to Information Systems Technician Supervisor II.

Or II

Four years of progressively responsible experience in EDP systems design, programming, or operations, at least two years of which shall have been in a supervisory assignment. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Information Systems Technician Supervisor II.)

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation; employee supervision, training, development and personnel management; current computer industry technology and practices; principles of data processing systems design, programming, operations, and controls; State level policies and procedures relating to EDP; the department's goals and policies; department's Equal Employment Opportunities objectives; a manager's role in the Equal Employment Opportunity Program, and the processes available to meet Equal Employment objectives.

Ability to: Develop and evaluate alternatives, make decisions and take appropriate action; establish and maintain priorities; effectively develop and use resources; identify the need for and assure the establishment of appropriate administrative procedures; plan, coordinate and direct the activities of a data processing staff; make effective use of interdisciplinary teams; reason logically and creatively and use a variety of analytical techniques to resolve managerial problems; present ideas and information effectively, both orally and in writing; consult with and advise administrators and other interested parties on a variety of subject-matter areas, translating technical data processing terms into everyday language; gain and maintain the confidence and cooperation of others; and effectively contribute to the department's Equal Employment objectives.

SPECIAL PERSONAL REQUIREMENTS

Demonstrated ability to act independently with flexibility and tact.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Statement of Qualifications, and/or interview may be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate. Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS: Applicants failing to meet the filing instructions for this examination will be eliminated.

All interested applicants must submit:

- An original, signed State application (STD. 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. This **Statement of Qualifications** is a discussion/summary of the candidate's experience that would qualify him/her for this position. **The statement cannot be more than two pages in length.**

Resumes are optional and do not take the place of the Statement of Qualifications.

The State application and Statement of Qualifications are to be submitted to:

**Department of Motor Vehicles
Attention: Janelle Dickey
2415 First Avenue, MS B-177
Sacramento, CA 95818**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

SELF CERTIFICATION STATEMENT: The signature on your application indicates that you have read, understood, and possess the minimum qualifications required for acceptance into this examination. Any eligibility received through a previous promotional examination process will not be utilized. In order to be considered for this position, you must submit a State application and Statement of Qualification which must be received by the final filing date. Questions regarding the position should be directed to Janelle Dickey at (916) 657-8295. Questions concerning the examination process should be directed to Alice Schneider, Selection Analyst at (916) 657-6899. California Relay Telephone Service for the deaf or hearing impaired from TDD phone:1-800-735-2929; from voice phones 1-800-735-2922.

ELIGIBLE LIST INFORMATION

A certification list will not be established as a result of this examination; therefore, candidates will not have the ability to transfer list eligibility to other departments. This examination is only for the specific position identified within this bulletin. Applications received will not be maintained for future positions.

CRIMINAL RECORD CLEARANCE INFORMATION

Some positions, within various divisions of the Department of Motor Vehicles, may be subject to fingerprinting and criminal records check requirements. The Department of Justice and Federal Bureau of Investigations will complete this check. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.